

Job Description & Person Specification

Midday Meals Supervisor

JOB DESCRIPTION

JOB TITLE	Midday Meals Supervisor
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	Lindfield Primary Academy
RESPONSIBLE TO	Midday Meals Supervisor Lead / School Business Manager
RESPONSIBLE FOR	n/a
MAIN PURPOSE OF THE JOB	<ol style="list-style-type: none"> 1. To supervise, support, and assist pupils during the lunch sessions whilst in the dining hall and in the playground, ensuring pupils are safe, happy and behaving in accordance with the Academy behaviour policy and school values at all times, 2. To promote happy and inclusive lunch breaks for all pupils at the Academy whilst they are both in the dining hall and outside in the playground 3. To prepare and clear up the dining hall at the start and end of the lunchtime session
MAIN TASKS / KEY RESPONSIBILITIES	
1	To supervise groups of children during the Academy lunch sessions and in the playground promoting safe, inclusive lunchtimes and ensuring pupils adhere to the Academy behaviour policy and school values
2	To ensure any accidents or mishaps during the lunch period are dealt with and recorded on a daily basis as required by the school, including the administration of first aid once appropriate training has been received
3	To provide support to pupils who require 1-2-1 support during the lunch session, as required and directed by SEN team
4	To lay out and put away dining tables and chairs in the dining hall
5	To sweep and spot mop the dining hall floor and clean and keep tables and chairs to an acceptable level of hygiene
6	To ensure dining hall is cleared of rubbish at the end of school lunch times
7	To adhere to the school policies for Equal Opportunities, Health and Safety, Behaviour and Personal and Social Education

8	To work within a framework of confidentiality and discretion at all times
9	To undertake other such duties appropriate to the grade and character of work as may reasonably be required within Lindfield Primary Academy
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
Date: September 2019	
Additional Information	
<ul style="list-style-type: none"> • This post is subject to an Enhanced DBS Check • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act. 	
<p>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</p>	

PERSON SPECIFICATION

ESSENTIAL CRITERIA

EDUCATION AND QUALIFICATIONS

- 1.1 Experience of working with children

KNOWLEDGE AND EXPERIENCE

- 2.1 Experience of working as part of a team in a time constrained environment
- 2.3 Sound knowledge of literacy and numeracy strategies.
- 2.2 Knowledge of academy policies on Child Protection, Health & Safety, Behaviour, Teaching and Learning and Equal Opportunities (Desirable)
- 2.6 Experience of working with children, including those with special educational needs, (Desirable)

KEY SKILLS AND ABILITIES

- 3.1 Ability to work as part of a team
- 3.2 Ability to work efficiently and communicate effectively with colleagues and children
- 3.3 Ability to take responsibility for the reporting of accidents and incidents in accordance with the first aid and relevant incident processes and policies
- 3.4 Ability to supervise pupils effectively
- 3.4 Ability to manage situations / behavior related incidents and take appropriate actions
- 3.6 Ability to differentiate learning resources to meet the complex needs of the pupils

PERSONAL ATTRIBUTES

- 4.1 Willingness to adopt a flexible approach to work and accommodate changes to daily duties and responsibilities.
- 4.2 Commitment to provide a high quality, fair and transparent service to pupils, colleagues and other academy staff.

- 4.3 Commitment to meeting the needs of pupils, parents and the academy.
- 4.4 Willingness to participate in further training and developmental opportunities offered by the academy and county, to further knowledge.
- 4.5 Willingness to attend INSET days and participate in academy required training on an adhoc paid basis.
- 4.6 Willingness to maintain confidentiality on all academy matters.